# **Texas A&M Division of Student Affairs**

# **Annual Report Instructions and Worksheet**

These instructions should provide clarification about the content of the annual report. **You are strongly encouraged to draft your responses in a Word document before submitting anything in HelioCampus.** The reporting timeframe is from the middle of May 2024 (graduation) to the middle of May 2025 (graduation).

The submissions in HelioCampus are due June 30. Some of this information will be used to populate the Division of Student Affairs annual report, which will be published in early fall. As you provide information, keep in mind that readers may not be very familiar with your programs/services/activities, so it is helpful to provide some context.

When you are ready to submit your report, the department director should review the material, check yes, and click the “submit the form” button.

## Section 1: Executive Summary

Before inserting information into the text box, write out the information in a separate Word document. Limit your submission to three (3) pages in the Word document. You may use headings and bullets, or numbering. Be brief but explanatory enough that someone not familiar with your department will understand.

*Operational and student impact achievements may be published in the DSA annual report. The operational and student issues may be used internally for planning and decision making at the Division level.*

1. **3-5 significant operational achievements**
2. **3-5 significant student impact achievements**
3. **3-5 pressing operational issues**
4. **3-5 pressing student issues**

## Section 2: Department Goals

### Reflection on Past Goals

In this section, you will be providing updates on goals/assessments/actions for items farther back than the current year (i.e., for 2025, this section covers 2023-2024 and earlier). Refer to your annual reports/ assessment plan reporting for previous submissions. What progress have you made on your goals? What assessment results have guided your decision making?

*The responses to this question will be used for university accreditation/accountability, as well as DSA and department accountability, documentation, and planning.*

**Reflection on Past Goals**: For goals/assessments prior to this current reporting year, provide an update and action taken. Provide updates on goals/assessments/actions for items farther back than the current year (i.e., for 2025, this section covers 2023-2024 and earlier). Describe the project, any past assessment findings, changes made, and any re-assessment results.

### Current Year Department Goals

If you had “Next Year Department Goals” submitted in the previous year, these will pre-populate into this section. You are also able to insert any additional goals created in this current year.

For this current year, what are your goals (Current Year Department Goal and association with DSA Strategic Objectives [if applicable]), what progress have you made toward reaching this goal, and what assessment results do you have based on assessment strategies you put in place? If you have documents (e.g., SAPAR report) that support your goal, upload them. If you do not have assessment results yet, describe the strategy you will use to assess your progress. Repeat this process for the number of department goals you would like to submit.

*The responses to this question will be used for university accreditation/accountability, as well as DSA and department accountability, documentation, and planning.*

**Current Year Department Goal Name**:

**Current Year Department Goal Description**: For the current academic year, please provide information about each goal and assessment that you implemented. (Copy as many times as needed).

**Connection to DSA Strategic Objectives**: (Choose one or more as applicable)

1.1 Provide relevant opportunities for students to engage with staff, faculty, and each other that promote a sense of belonging.

1.2 Ensure DSA programs, services, and facilities are welcoming and accessible for all.

2.1 Promote both autonomy and shared ownership of professional and personal growth.

2.2 Expand opportunities for staff to gain skills and competencies necessary for career advancement inside and outside of Texas A&M.

2.3 Implement creative approaches to recruit, reward, resource, and retain staff.

3.1 Utilize data to make informed decisions for continuous improvement and innovative approaches to new and existing challenges.

3.2 Create opportunities for stakeholders to invest in the Division of Student Affairs.

4.1 Engage students with various levels of involvement that provide student learning opportunities.

4.2 Create high impact experiences that develop competencies necessary to live, work, and have an impact on a global society and economy.

5.1 Provide data-informed, meaningful, and relevant communication to multiple internal and external audiences to highlight the value and significance of the Division of Student Affairs.

5.2 Improve internal communication processes to ensure greater transparency and efficiencies of the Division’s activities and decisions.

6.1 Integrate holistic wellbeing practices in programs, services, and facilities.

6.2 Increase competency and capacity for staff to support student well-being.

**What assessment tools/methods were used to support goal achievement?** (e.g., survey, focus group, rubric, etc.) Explain how you collected data and what you hoped the data results would be?

**Provide progress made toward reaching this goal.** (What is/was your strategy to reach that goal?) What were the findings from your assessment tools/methods described above?

**Based on the findings, what actions did/will you take? (Explain how you are using assessment results to improve your programs/services.)**

### Next Year Department Goals

In this section, you will add a new goal(s) for the next year and connect them to DSA strategic objectives as applicable. Describe success and how you will measure success for each goal. Repeat this process for the number of department goals you would like to submit. You must submit at least one department goal for next year.

*The responses to this question will be used for university accreditation/accountability, as well as DSA and department accountability, documentation, and planning.*

**Next Year Department Goal Name**:

**Next Year Department Goal Description**: (copy as many times as needed)

**Connection to DSA Strategic Objectives**: (Choose one or more as applicable)

1.1 Provide relevant opportunities for students to engage with staff, faculty, and each other that promote a sense of belonging.

1.2 Ensure DSA programs, services, and facilities are welcoming and accessible for all.

2.1 Promote both autonomy and shared ownership of professional and personal growth.

2.2 Expand opportunities for staff to gain skills and competencies necessary for career advancement inside and outside of Texas A&M.

2.3 Implement creative approaches to recruit, reward, resource, and retain staff.

3.1 Utilize data to make informed decisions for continuous improvement and innovative approaches to new and existing challenges.

3.2 Create opportunities for stakeholders to invest in the Division of Student Affairs.

4.1 Engage students with various levels of involvement that provide student learning opportunities.

4.2 Create high impact experiences that develop competencies necessary to live, work, and have an impact on a global society and economy.

5.1 Provide data-informed, meaningful, and relevant communication to multiple internal and external audiences to highlight the value and significance of the Division of Student Affairs.

5.2 Improve internal communication processes to ensure greater transparency and efficiencies of the Division’s activities and decisions.

6.1 Integrate holistic wellbeing practices in programs, services, and facilities.

6.2 Increase competency and capacity for staff to support student well-being.

**What assessment tools/methods will you use to measure progress? (i.e., How will you collect data?)**

**What does success look like and how will you know you have been successful?**

## Section 3: Points of Pride

This is the time for you to share (additional) good stories about the work in your department. Provide 3-5 data points that would be a good story to external stakeholders in the DSA Annual Report (if not already described above). This could include the number of students serviced, the number of programs offered, assessment data used to make changes, etc. Think in terms of the six Division priorities. (Copy as many times as needed.)

Choose one or more DSA strategic objectives, which will then open up text boxes for you to insert text.

*This section will be used to populate the Division of Student Affairs annual report. There will be a mix of stories as well as graphical representations of data. See* [*https://studentaffairs.tamu.edu/annual-report/*](https://studentaffairs.tamu.edu/annual-report/) *for previous annual reports.*

1.1 Provide relevant opportunities for students to engage with staff, faculty, and each other that promote a sense of belonging.

1.2 Ensure DSA programs, services, and facilities are welcoming and accessible for all.

2.1 Promote both autonomy and shared ownership of professional and personal growth.

2.2 Expand opportunities for staff to gain skills and competencies necessary for career advancement inside and outside of Texas A&M.

2.3 Implement creative approaches to recruit, reward, resource, and retain staff.

3.1 Utilize data to make informed decisions for continuous improvement and innovative approaches to new and existing challenges.

3.2 Create opportunities for stakeholders to invest in the Division of Student Affairs.

4.1 Engage students with various levels of involvement that provide student learning opportunities.

4.2 Create high impact experiences that develop competencies necessary to live, work, and have an impact on a global society and economy.

5.1 Provide data-informed, meaningful, and relevant communication to multiple internal and external audiences to highlight the value and significance of the Division of Student Affairs.

5.2 Improve internal communication processes to ensure greater transparency and efficiencies of the Division’s activities and decisions.

6.1 Integrate holistic wellbeing practices in programs, services, and facilities.

6.2 Increase competency and capacity for staff to support student well-being.

### Program/Experience Inventory

Update the version shared with you by the OVPSA/SAPAR and make any corrections or adjustments. Please include all programs, services, events, and experiences (i.e., advised student organizations/groups) you provide to students, including student employment. If you track UINs, include those in your Engagement Tracking document. **The name you use in this list should match the name used in the Engagement (UIN) tracking document.** This year’s inventory includes 8 columns to help capture where elements of Student Affairs Transformational Experiences (SATE) might be present in your programs/services. Please use the drop-down options associated with each element to indicate if the program/service contains that element and, if so, to which magnitude.

### Engagement/Participation/Employment

In the template provided, include UINs for the students who participated in your programs/services. **The same program/service/experience name should be used in this document as in the Program/Experience Inventory.**